100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105780

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER 20073315

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☒ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Document Delivery Technician Supervisor	20073350 Administrative Officer

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:30 a.m. TO: 5:30 p.m. Report in location subject to change

JOB CODE TITLE
Document Delivery Technician Supervisor

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Directs & coordinates preparation & processing of more than one million pieces of negotiable instruments & other documents [e.g., Public Assistance (PA) & Temporary Assistance to Needy Families (TANF) warrants, medical identification cards & CRIS-E client notices] & bulk materials in Large Mailing Operation (LMO) using intelligent mailing systems (i.e., Bell Howell series 6000, MailStar, Bowe, &/or Royale): integrates networked production & mailing to assure integrity of document through processing cycle; supervises document delivery technicians; develops, promulgates & enforces unit policies & procedures (e.g., monitors processing for accuracy & timeliness; issues memos to clarify/update procedures; recommends awards for outstanding performance; imposes or recommends disciplinary action); develops, implements & monitors production schedules; schedules & distributes workload; ensures work is accurately completed (e.g., trains employees in pre-sorting & preparing mass mailings for release to post office); ensures by monitoring production & authorizing overtime that state/federal mandated deadlines are met to prevent federal sanctions &/or loss of funding; develops procedures to improve production & establishes quality control standards; maintains daily production records; ensures unit operations are in compliance with OSHA & related safety standards & practices (e.g., implements corrective action plans resulting from OSHA or other safety inspections; requisitions facilities cleaning, repair, maintenance & lighting; conducts informal safety inspections between formal OSHA inspections).	Knowledge of (1) DAS, State Printing, government, U. S. Postal & commercial courier rules, regulations, policies & procedures*; (2) production processes; (3) employee training & development; (4) OSHA & related safety standards & practices; (5) supervisory principles/techniques; (6) office practices & procedures*. Skill in (7) operation of mailing handling equipment (e.g., intelligent mailing systems, inserters, burster, folder, scale, postage meter); (8) operation of personal computer or microcomputer; (9) calculator &/or adding machine. Ability to (10) deal with problems involving several variables within familiar context; (11) interpret & explain moderately complex technical instructions & specifications concerning proper use of mail handling equipment in order to direct assigned staff; (12) meet state/federal imposed deadlines; (13) gather collate & classify information about data , people or things; (14) write concise & accurate reports; (15) move fingers easily to perform manual functions repeatedly; (16) assess questions to provide appropriate information or referral; (17) lift up to 70 lbs.; (18) obtain & maintain valid drivers license. *developed after employment.

Upd 8-29-11 (aa)

JOB CODE 12725

List Position Numbers & Job Titles of Positions Directly Supervised:
20073317 Document Delivery Technician
20073322 Document Delivery Technician
20073323 Document Delivery Technician
20073324 Document Delivery Technician
20073326 Document Delivery Technician
20073327 Document Delivery Technician
20073329 Document Delivery Technician
20073330 Document Delivery Technician

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Jeffrey Westhoum	8-26-11

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105780

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER
20073315

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☒ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Document Delivery Technician Supervisor	20073350 Administrative Officer

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:30 a.m. TO: 5:30 p.m. Report in location subject to change

JOB CODE TITLE
Document Delivery Technician Supervisor

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Assists document delivery technicians in operation of mail handling equipment (e.g., intelligent mailing system, inserter, burster, folder, scale, postage meter, & letter opener) & preparation of documents for mailing & processing (e.g., receives & logs Medicaid program provider warrants/statements & matches & prepares for mailing; maintains agency records on held or returned PA warrants; oversees manual hand pulls from PA & Medicaid runs); researches & provides assistance to counties & district offices concerning disposition of held &/or undelivered warrants & medical cards & on non-receipt materials; maintains storage & security of bulk food stamps for emergency transfer to county issuance points; assists counties with transfers of emergency food stamps (e.g., interprets & provides instructions on procedures; makes arrangements for deliveries); ensures security (e.g., locked storage, limited access, monitored storage & inventory) of negotiable supplies & follows proper procedures in releasing negotiable supplies to clients; maintains records on food stamps received & transferred; reviews all food stamp requisitions for completeness & accuracy before submitting to United States Department of Agriculture.	Knowledge of 1*, 2, 3, 4, 5, 6*. Skill in 7, 8, 9. Ability to 10, 11, 12, 13, 14, 15, 16
10	Performs other miscellance related duties (e.g., attends staff meetings & training sessions; routes correspondence; prepares attendance records; maintains records & logs; keeps current on postal regulations; gathers statistics for monthly reports & prepares reports; responds to telephone &/or written inquiries; authorizes supply requisitions & equipment repairs).	Knowledge of 1*, 2, 3, 4, 5, 6* Skill in 7, 8, 9. Ability to 10, 11, 12, 13, 14, 15, 16
		* developed after employment

Appd 8-29-11 gw

JOB CODE
12725

List Position Numbers & Job Titles of Positions Directly Supervised:
20073317 Document Delivery Technician
20073322 Document Delivery Technician
20073323 Document Delivery Technician
20073324 Document Delivery Technician
20073326 Document Delivery Technician
20073327 Document Delivery Technician
20073329 Document Delivery Technician
20073330 Document Delivery Technician

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Boettcher

DATE: 8-26-11